**Department**

**Appointment File contents**

**Coversheet - complete all required** information

1. Faculty Appointment Checklist
2. Department Letter of Recommendation: must use Department Recommendation template - Attachment D from The Call
	* Address the following in the letter:
		1. Yes/no vote of eligible faculty on proposed rank and step for candidate. Must follow Dept. Voting Bylaws and address negative votes and abstentions.
		2. Research accomplishments, plus teaching and service, if applicable.
		3. Brief summary of the search and selection procedure used to arrive at the department’s recommendation.
		4. Brief explanation if the effective date of the appointment is other than July 1. Start date should be at the beginning of the quarter – 7/1, 10/1, 1/1, 4/1.
3. Letters of Recommendation and cover sheet
	* A cover sheet listing the writers with their title, institution, and corresponding numerical identification. Indicate if letters are uploaded through AP Recruit
	* Letters should be signed or accompanied by email, unless they were submitted through a site such as mathjobs.org or AP Recruit.
4. Candidate’s CV with a current email address
5. Teaching evidence such as teaching evaluations or other evidence of teaching effectiveness, if appropriate.
6. Minority report (if applicable)
7. Approved authorization for recruitment from EVC&P
8. Approved O/S memo from EVC&P (if applicable)